STUDENT RECORDS

I. Public Notification

A. The District’s Student Records Policy, designed to meet the requirements of the Family Educational Rights and Privacy Act (FERPA), includes this policy statement together with the District’s Records Procedures Manual, which is incorporated by reference. Each school must provide to parents and eligible students annual notification of their rights to inspect and review student educational records. The notification will be distributed at the beginning of the school year in the Volusia County Code of Student Conduct and must be in the language of the parent or eligible student. The exact nature of the communiqué and the procedures for its delivery will be determined by the principal of each school.

B. Parents or eligible student have the right to obtain a copy of the Student Records Policy and/or Procedures Manual upon request. Procedures for obtaining a copy of the District’s student records policy are included in the District’s Records Procedure Manual.

II. Access to Student Records

A. The Volusia County School District will disclose information from a student’s education records only with the written consent of the parent or eligible student except:

1. to school officials in another district where the student has enrolled;

2. agencies given permission by state statute prior to November 19, 1974

3. state and national educational agencies, when enforcing federal laws;

4. accreditation and research organizations helping the school;

5. those with court orders;

6. those properly authorized by the parent; to school officials in the same district with a “legitimate educational interest.”

   a. school official is:

      (1) a person employed by the School Board as an administrator, supervisor, instructor, or support staff member;

      (2) a person elected to the School Board;
(3) a person employed by or under contract to the District to perform a special task, such as an attorney, auditor, medical consultant, or therapist.

b. A school official has a legitimate educational interest if the official is:

(1) performing a task that is specified in his or her position description or by contract agreement;

(2) performing a task related to a student’s education;

(3) performing a task related to the discipline of a student;

(4) providing a service or benefit relating to the student or student’s family, such as health care, counseling, job placement, or financial aid.

B. Whenever a student or former student becomes eligible, the permission or consent required of and the rights accorded to the parents of the student shall thereafter be required of and accorded only to the student. Exception: Parents of an eligible/adult student retain the rights for permission or consent required if the eligible/adult student is still considered a dependent by the Internal Revenue Services for income tax.

C. In case of legal separation or divorce, either parent may have access to a child’s educational record unless an appropriate court order to the contrary has been filed with the school.

D. Parents of students or eligible students may inspect and review the student’s educational records upon request.

E. The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given 30 days or less from the receipt of the request. Procedures for this process are found in the Student Records Procedures Manual, as are the list of types and locations of records maintained by the District and the titles and addresses of officials responsible for these records.

F. The District will maintain a record of all requests for and/or disclosure of information from a student’s educational records. The record may be reviewed by the parent or eligible student. Procedures for reviewing the District’s record of requests and disclosures are included in the District’s Records Procedure Manual.
III. Directory Information

The students’ parent(s), legal guardian or the eligible student shall be notified annually in the Code of Student Conduct or in a school handbook the information which the District has designated as directory information. Such information may be released to the general public without prior consent when deemed to support an educational interest unless the parent or eligible student informs the District in writing that he or she does not want to have such information designated as directory information. Provisions for disclosure of directory information are defined in Section 228.093 (2)(e), Florida Statutes. Directory information shall include, but is not limited to the following:

A. student’s full legal name;
B. parent’s/custodian’s name;
C. student’s address;
D. student’s date and place of birth;
E. student’s dates of attendance;
F. student’s telephone listing;
G. major field of study;
H. participation in officially recognized activities and sports;
I. weight and height of members of athletic teams;
J. degrees and awards received;
K. most recent, previous educational agency or institution attended by the student;
L. photograph

IV. Right to Challenge the Contents of Student Records

A parent/guardian or eligible student shall have the right to contest the contents of the student’s record. This right shall provide for a hearing to address the correction or deletion of any inaccurate, misleading or otherwise inappropriate data and the opportunity to add a statement to the record. Procedures for challenging the content of student records shall be directed by the superintendent and available for review in the Records Procedure Manual.

Legal Authority:
Section 230.22(2), Florida Statutes

Laws Implemented:
Sections 119.07(3)(k); 228.093(3)(d); 228.093; 230.23(6); 230.33(13) Florida Statutes
State Board of Education Rule: 6A-1.0955

History:
Previous policy (to be repealed)
(Adopted -- August 15, 1979)
(Revised -- July 13, 1982; October 10, 1989; April 8, 1997)
(Effective Date – April 8, 1997)